



## Assistant Director, HRM

**Department:** Human Resource Management

**EEO Code:** 21

**Class Code:** 1618

**FLSA:** E

**Effective:** 01/05/1998

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### **GENERAL STATEMENT OF DUTIES:**

Under administrative direction; performs work of considerable difficulty in planning, coordinating and directing the activities of the Department of Human Resource Management; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

Plans, coordinates and manages employment and EEO, compensation and benefits, human resource systems, and training; develops, modifies and interprets human resource management policies and procedures; monitors the implementation of policies to ensure that they are applied on an equitable and uniform basis, and takes corrective action where needed; serves as an advisor to County staff, assisting directors and employees with human resources issues; oversees the development and implementation of new benefit programs; advises staff on complex classification and compensation issues; ensures fair and proper recruitment of applicants for employment to positions within the County service; investigates and responds to formal EEOC discrimination charges; monitors relevant legislation to ensure County compliance; serves on County wide committees and teams; coordinates and manages special projects; develops reports and recommendations; trains, supervises and evaluates staff; and performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Comprehensive knowledge of the principles and practices of human resource management; of legislation and regulations affecting employment practices; of effective management theories, principles, practices and methods. Considerable skill in planning, organizing, coordinating and directing the work of professional and support staff; in analyzing complex problems and determining appropriate solutions; in presenting ideas and concepts in a clear and effective manner both orally and in writing; in establishing effective working relationships with County officials, employees, civic groups and the general public.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Bachelor's degree and graduate coursework in human resource management, public administration or related field and five years of management experience in a human resource management environment; or an equivalent combination of training and experience.

### **ADDITIONAL REQUIREMENTS:**

None

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
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